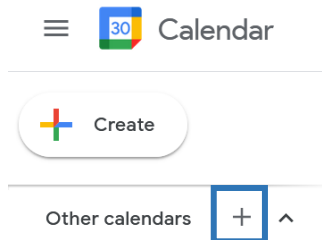




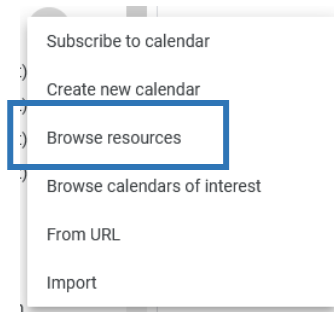
Booking Rooms at Shelburne Green

1. Add SG room calendars to your Google Calendar

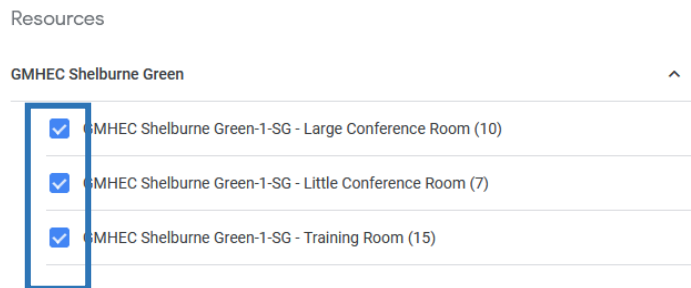
- a. Under **Other Calendars**, select +



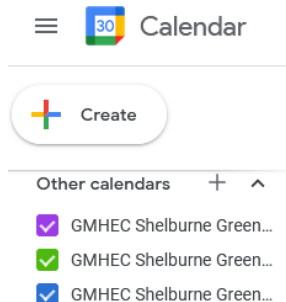
- b. Select **Browse Resources** from the list options



- c. On the **Resources** page, click on the **GMHEC Shelburne Green** and check the box next to each of the rooms



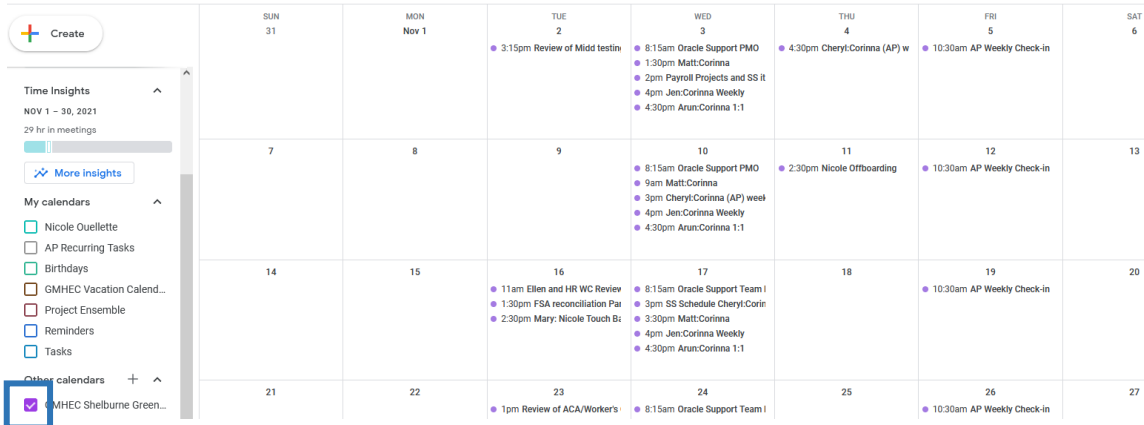
- d. Back on the main calendar screen, under the **Other Calendars** section, you should see each of the conference rooms listed. They will show up as additional calendars similar to the *Project Ensemble* and *Vacation* calendars





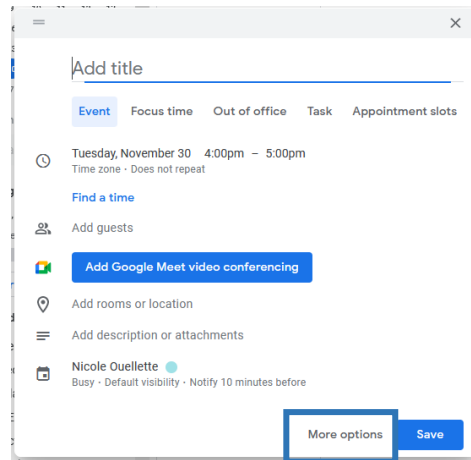
2. To view room availability:

- Check on the box next to the calendar for the room you are looking to book



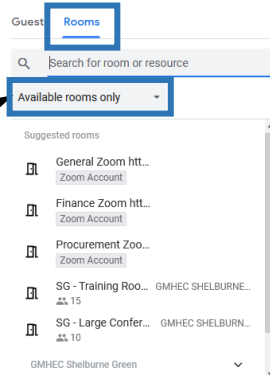
3. To book a room in Google Calendar:

- When creating a new calendar event, click on **More Options**



- Add your meeting details, including the time and date
- On the right-hand side, click on **Rooms**

Note: It is recommended to keep this selection as *Available Rooms Only* to avoid double booking of a room





- d. Select the room you are looking to book by clicking on the room name
- e. The room will show up as a guest to your meeting while you are completing the details for your calendar event

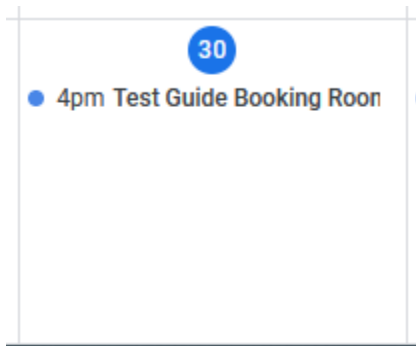
Guests Rooms

Add guests

N Nicole Ouellette
Organizer

GMHEC Shelburne Green-1-SG - Training Room (15)

- f. This will populate your calendar event on the room's calendar so it will be visible to everyone. Once you have scheduled the event, the room will show up on the meeting invite.



Test Guide Booking Room
Tuesday, November 30 · 4:00 – 5:00pm

Take meeting notes
Start a new document to capture notes

GMHEC Shelburne Green-1-SG - Training Room (15)

1 guest
1 yes

N Nicole Ouellette
Organizer

10 minutes before

Nicole Ouellette

Going? Yes No Maybe